## **Medical Aid Detail Report**

Transaction Code: ZHR\_RPTPY394

**Purpose** Use this procedure to obtain information on quarterly medical aid payments and

file the quarterly reports with Labor and Industries.

**Trigger** Perform this procedure at the end of the quarter.

**Prerequisites** None

**End User Roles** In order to perform this transaction you must be assigned one of the following

roles:

Financial Reporting Processor, Payroll Analyst, Payroll Inquirer, Payroll Processor,

**Payroll Supervisor** 

<b>Change History</b>	Change Description		
6/15/2009	Procedure updated to match current system. Note added on how to identify		
	employees working under each risk class		
3/2/2011	Helpful hints added		

**Transaction Code** ZHR\_RPTPY394



#### **Helpful Hints:**



To find the employees who work under each risk class run the *Flexible Employee Data (ZHR\_RPTPAN02)*, selecting the Statewide Variant **SWV MA OVERRIDE-Med Aid Override by Job/PersID**. To run the *Flexible Employee Data report* you must be assigned one of the following roles: Payroll Processor, Personnel Administration (PA) Inquirer, PA processor, PA Supervisor, Time and Attendance Supervisor, Leave Corrections Processor.



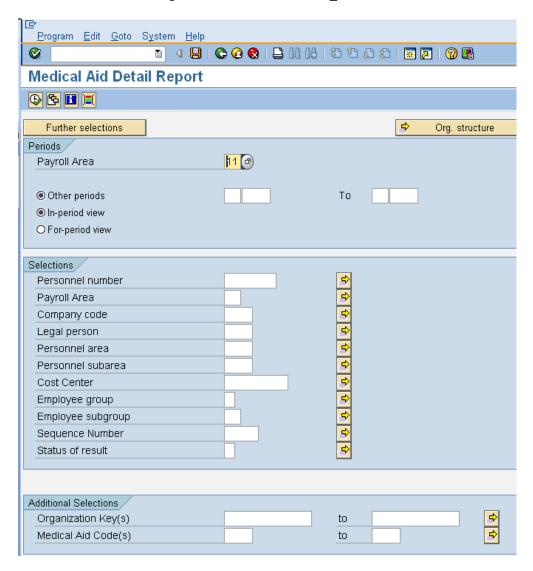
For **L&I Quarterly Reconciliation** –Use the following reports to report on the Gross, Hours subject to Medical Aid and Premiums paid for **L&I** Taxes run

- Medical Aid Detail Report (ZHR\_RPTPY394)
- Payroll Posting Report (ZHR\_RPTPY126, selecting the SWV Variant for GL5187
  - See OFM Website for step by step Reconciliation procedures for GL5187.
- Payroll Journal Voucher (ZHR\_RPTPY376) Report ID 13 & 14 (For mid period transfer employees).



### **Procedure**

1. Start the transaction using the transaction code **ZHR\_RPTPY394**.





2. Under the Periods section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry						
Field Name	R/O/C	Description				
Payroll Area	R	A payroll area groups and designates the employees whose payroll is run on the same date.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.  Example: 11				
Other Periods	С	This selection option will run a report for a specific quarter:				
		Description of the Other periods:				
		Quarter 1 - Period 1/20xx to 6/20xx Quarter 2 - period 7/20xx to 12/20xx Quarter 3 - period 13/20xx to 18/20xx Quarter 4 - period 19/20xx to 24/20xx  Lagged Quarter 1 - period 2/20xx to 7/20xx Lagged Quarter 2 - period 8 /20xx to 13/20xx Lagged Quarter 3 - period 14/20xx to 19/20xx Lagged Quarter 4 - period 20/08 to 01/09  Year - Period 1/20xx to 24/20xx Lagged Year - period 02/20xx to 01/20xx  Example: Quarter 4 - period 20/2009 to 01/2009  Refer to the HRMS Payroll and Reports Aid for a list of all pay periods				
In Period	С	The current payroll period.				
		Example: In Period 2/2011 for period 2/2011.				
For-Period	С	This selection field will appear on the selection screen (SAP requirement). The For-Period is not utilized for this report.				

3. Under the Selections section complete the following fields:

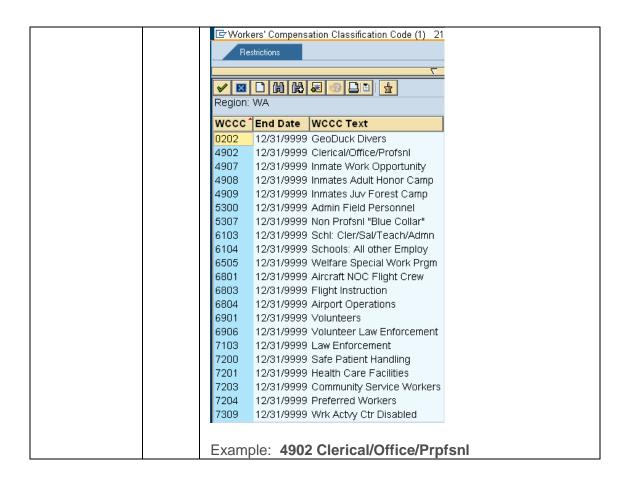


R=I	R=Required Entry O=Optional Entry C=Conditional Entry					
Field Name	R/O/C	Description				
Personnel	0	The employee's unique identifying number.				
Number						
		Example: <b>400000129</b>				
Company	R	The organizational unit within financial accounting.				
code						
		Example: WA01				
Personnel	R	A specific agency/sub agency in the State of Washington				
area						
		Example: 2350 Labor and Industries				
Personnel	0	A subdivision of Personnel Area that identifies Bargaining				
subarea		Units, WMS, Exempt and non-Represented positions.				
		Example: 0001- Non represented				
Cost Center	0	An object in HRMS that represents a defined location of				
		cost incurrence.				
		Example: <b>1025000000</b>				
Employee	0	Status of an employee or position within the State of				
group		Washington. <b>Note:</b> This is the status of the position only,				
		not the employee.				
		Example: 0 (Permanent)				

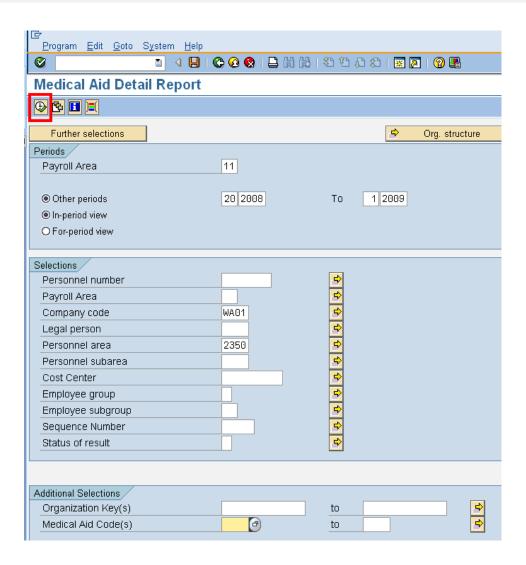
# 3. Under the Additional Selections complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry					
Field Name	R/O/C	Description			
Organization	0				
Key(s)					
Medical Aid	0	Workers' Compensation Classification Code:			
Code(s)					



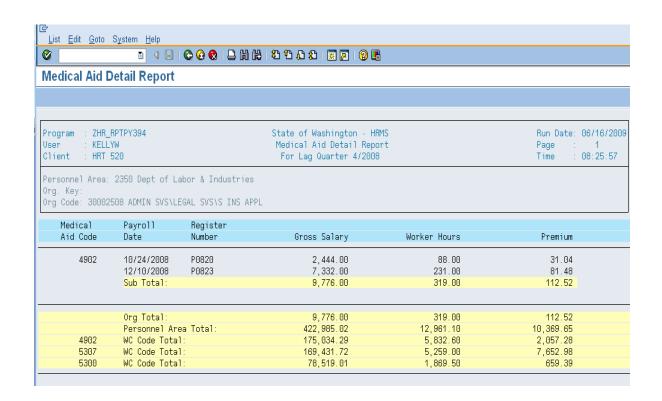






4. Click (Execute) to generate the report







Report has sub totals and final totals for each worker compensation code assigned to your agency.



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- 5. Using the information from the report, go to <u>Labor & Industries File Quarterly Reports</u> to register and file your quarterly medical aid reports.
- 6. You have completed this transaction.

#### Results

You have completed the quarterly medical aid payment reporting.

